

# 2020 VOLUNTEER Crew Leader

Volunteer with the JCOS Trails Team, helping us build and maintain our trails.



## Information Packet

Position Description | Training Dates

**Application Deadline: March 6, 2020**



**JEFFERSON**

COUNTY COLORADO

Open Space

## JEFFERSON COUNTY OPEN SPACE VOLUNTEER SERVICES TEAM

*The purpose of a Jefferson County Open Space (JCOS) volunteer is to assist in preserving open space and parkland, protecting park and natural resources, and providing visitors with healthy, nature-based experiences.*

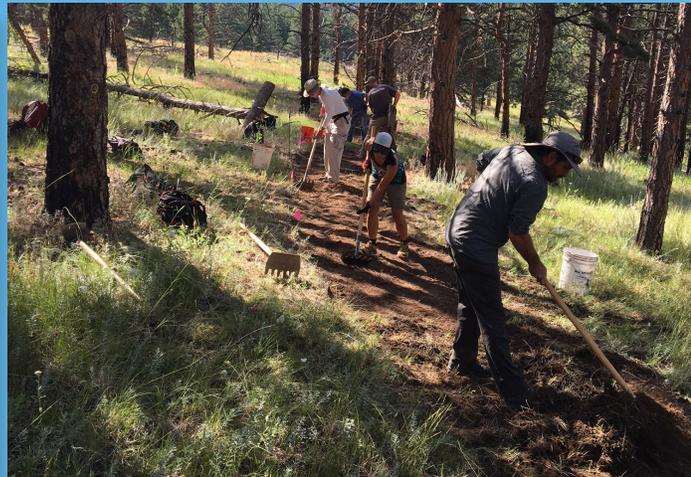
### PROGRAM COORDINATORS

Matt Martinez, Volunteer Services Specialist  
303.271.5971, mrmartin@jeffco.us

Scott Waters, Trails Senior Specialist  
303.882.7951, swaters@jeffco.us

### SUMMARY OF POSITION

Act as a representative of JCOS by leading, educating and conveying the JCOS mission to volunteers on outdoor stewardship projects throughout our parks.



### DUTIES

- ▶ Represent JCOS by being a visible presence in our parks.
- ▶ Lead volunteer groups in safe and successful group projects.
- ▶ Complete a report after each project, tracking volunteer hours and work accomplished statistics.

### REQUIREMENTS

- ▶ Be in good physical condition.
- ▶ All volunteers must complete a background check before working with visitors.
- ▶ Volunteers must abide by the JCOS Volunteer Handbook.
- ▶ Volunteers must follow Crew Leader uniform guidelines.
- ▶ Complete required training and mentoring.
- ▶ Lead a minimum of 2 group projects a calendar year.

## VOLUNTEER POSITION DESCRIPTION

### CREW LEADER VOLUNTEER

#### AVAILABLE SHIFTS

- ▶ Flexible and determined by the volunteer, based on availability
- ▶ Group projects typically occur Monday through Friday and occasionally on weekends

#### TRAINING

- ▶ JCOS Volunteer Orientation for all new volunteers (2 hours)
- ▶ Crew Leader training (2 hours)
- ▶ Mentoring process requires a volunteer to lead a minimum of 2 projects while being shadowed by JCOS staff. At the conclusion of the 2 projects JCOS staff and the volunteer will determine if they are ready to be certified.

#### BENEFITS

- ▶ Enjoy the outdoors while representing JCOS
- ▶ Meet other volunteers with shared interests and experiences
- ▶ Enhance your leadership skills.
- ▶ Receive training in safety and resource management.



## **NEXT STEPS**

**1. Create an Account and Submit an Application by March 6, 2020**

Applications are available online at: <https://offeror.jeffco.us/>

**2. Complete a background check**

**3. Attend a New Volunteer Orientation**

All new volunteers are required to attend a New Volunteer Orientation to become familiar with the entire JCOS program prior to new program specific training. Orientation sessions are held at the JCOS office, 700 Jefferson County Parkway, Suite 100, Golden, Colorado, 80401.

You must pre-register for orientation on Offero <https://offeror.jeffco.us/>.

You need attend only one of the following:

**Saturday, March 21, 8:30—10:30 A.M.**

**Thursday, March 26, 5:30—7:30 P.M.**

**Thursday, April 9, 5:30—7:30 P.M.**

**4. Sign up for a Trails Team project and get started**